



# COMMERCIAL/INDUSTRIAL NEW CONSTRUCTION CHECKLIST

PUBLIC WORKS BUILDING DIVISION

206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

\_\_\_ Has the project been presented to the Development Review Committee?

Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

- \_\_\_ A completed Permit Application.
- \_\_\_ A copy of the WA State Contractor's License.
- \_\_\_ Verification of the contractor's City of SeaTac Business License. (*See Finance Department*)
- \_\_\_ Verification of Water and Sewer availability.
- \_\_\_ Cross Connection Control Form – (*Highline Water District*)
- \_\_\_ Receipt of initial Plan Review Fee.
- \_\_\_ Soils Report (*Unless waived by the Building Official.*)
- \_\_\_ Legal documentation verifying parcel number (ie., tax statement or document from Assessor's office)

\_\_\_ **FIVE COPIES OF THE PLANS FOR PLAN REVIEW WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING.** *It is the applicant's responsibility to show, in detail, conformance with the Building Codes, and all other relevant laws, section 106.3.3, UBC.*

\_\_\_ **SITE PLAN.** (Scale plans to most appropriate engineering scale, 1"=10' or 1"=20')

- Survey of property, Stamp and signed by a licensed surveyor, showing all property lines, building(s), assumed property lines between buildings, and adjacent streets.
- Parking lot layout measurements and calculations.
- Square footage of the lot and proposed building.
- Location of light poles, signage, on- and off-site fire hydrants, and the required on-site recyclable storage space.

\_\_\_ **CIVIL PLANS** (*See Engineering Div. for additional requirements*).

- Drainage Plan (*include any natural drainage courses.*)
- Utility Plan, show all utilities. (*All utilities must be installed underground, i.e. Electrical, Cable, and Telephone.*)
- Siltation Control Plan.
- T.I.R. Report

**Note: Civil Engineering Plans, Erosion & Sedimentation Control Plan and Storm Drainage Technical Information Report must be prepared by a licensed WA State Civil Engineer.**

\_\_\_ **LANDSCAPE AND IRRIGATION PLAN**  
(*Contact the Planning Department for requirements*)

\_\_\_ **LIGHTING LAYOUT PLAN** (See exterior lighting requirements handout)

\_\_\_ **ARCHITECTURAL PLANS** (Plans must be drawn on a minimum paper size of 18"X24" with a minimum scale of 1/8"=1')

- All plans stamped and signed by a licensed architect and/or engineer.
- Provide a complete description of work to be preformed. Include a description of the use of the building and rooms, the occupant loads of the spaces, and the allowable areas of the building(s).
- Submittal documents shall be provided in accordance with section 106, IBC. This shall include floor plans with door and window locations shown, building elevations, exiting paths, stair details, and typical wall, ceiling, and floor sections.
- Show compliance with the Sound Transmission Code (*if applicable*).
- Provide two sets of plans that have been reviewed and approved by a 3<sup>rd</sup> party Energy Code Plans Examiner.

\_\_\_ **STRUCTURAL PLANS** (Plans must be drawn on a minimum size of 18"X24" with a minimum scale of 1/8"=1').

- Plans and structural calculations stamped and signed by a WA State Licensed Engineer.
- Foundation plans.
- Complete framing plans, to include roof, wall, and floor framing plans.
- Lumber dimensions, species, grade, spans and spacing.
- Cross/Cut sections.
- Structural Notes.

**SEPARATE PERMITS AND PLAN REVIEWS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE SPRINKLER SYSTEMS.** (See the separate permit applications and checklists)